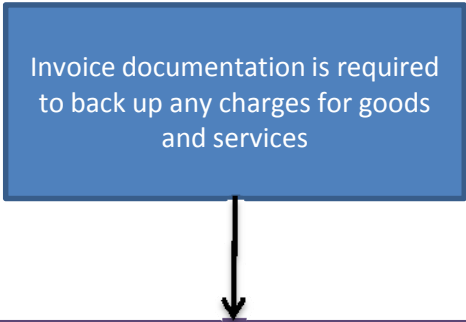


Washington State RCO General Billing Reference

Invoice documentation is required to back up any charges for goods and services



When asked to provide expanded documentation:

- Include all invoices
- Include all pages of the invoices
- Do not submit statements
- Require itemized invoices
- Attach copies of invoices in the order billed on the expenditure summary forms
- Note the check numbers on the invoice copies provided
- Ensure amount billed matches back up, if not please note on invoice paid
- Highlight amounts charged on invoices, especially if the amount charged is a smaller amount than the entire invoice.
- Include any allocations, summarized to match amount billed in the invoice.

Additional Notes:

- * Travel amounts are limited to state per diem.
- * RCO grants are based on reimbursements process. This means a sponsor must pay for work and materials before asking for reimbursement. (Exception salmon restoration program advances)

prepared: 10/2011